

~~SECRET~~~~CLASSIFICATION~~

25X1A

~~ADMIN/LE~~MAJOR FUNCTIONS:

1. Provides basic planning in the determination of the logistical requirements of proposed projects and programs and reviews such projects and programs to assure that logistical requirements are within available resources or foreseeable capabilities.
2. Coordinates the day-to-day logistical activities of the Division, including the allocation of critical materiel.
3. Maintains inventory control and property account records covering facilities, equipment and supplies as required by applicable regulations.
4. Formulates, reviews and obtains approval of Division T/E's and T/A's and special allowances for field support activities, including the formulation of standard supply and replacement factors and consumption rates.
5. Coordinates and services the Division real estate and motor vehicle requirements.
6. Executes the Division supply mission in support of field administrative and operational activities.
7. Coordinates the preparation of supply requisitions and shipment requests.
8. Maintains a follow-up to assure timely procurement and shipment of materiel to meet field requirements.
9. Coordinates and reviews requests from the field for materiel and assists other Agency elements operating in the area.
10. Maintains liaison with supply elements of other Divisions and Offices for which the Division is the executive channel to the field.
11. Maintains records of construction, leases, annual rentals, agreements, dates of acquisition and disposal, and cost of all properties acquired by the Division.

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